

Department of Health and Family Services  
Division of Children and Family Services

To: County Human and Social Service Directors  
DCFS/Bureau of Milwaukee Child Welfare  
County Security Delegates

CC: DCFS/Bureau of Programs and Policies  
DHFS/DMT Bureau of Fiscal Services  
DHFS/OSF Area Administration  
eWiSACWIS Project Team

***eWiSACWIS Program  
Operations Memo***

**No: 2005-02**  
**Date: 08/31/2005**

From: DCFS/Office of Program Evaluation and Planning  
Subject: e-WiSACWIS System Security

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**Topic Areas:** e-WiSACWIS Security, Security Delegates, Security Verification Report

**Effective Date:** September 15, 2005

**Purpose:** This memo is to inform counties of the quarterly e-WiSACWIS security compliance reviews that will be conducted by DCFS with assistance from county security delegates.

Security and Privacy Requirements

The Division of Children and Family Services (DCFS) is responsible for complying with system security and privacy policies, including Health Insurance Portability and Accountability Act (HIPAA) requirements, for the eWiSACWIS system. To assure appropriate security access has been granted to all active users of the eWiSACWIS system, security reviews will be conducted to verify access. The appropriateness of access includes both what persons have access to the system, and whether access levels are based on current job functions. With the assistance of County Security Delegates, DCFS will begin the verification review process on September 15, 2005 and each quarter thereafter.

To comply with security and privacy requirements, DCFS is requesting the Security Delegates verify their eWiSACWIS user roster is correct and up to date. It is the responsibility of each county to assure that active workers have appropriate access to the eWiSACWIS system and to remove access from workers who are no longer active. To report verification of user access, DCFS has developed an automated "eWiSACWIS Quarterly Security Verification" report that will be sent to each Security Delegate via ePASS. This verification report will be sent directly to the Security Delegate ePASS queue.

How will you be notified and what will you see?

Security Delegates will receive an e-mail indicating your Quarterly Security Verification is due, including a specific due date, and instruct you to go to your ePASS queue.

What do you need to do with this report?

When you go to ePASS, open the e-WiSACWIS Quarterly Security Verification Request found in "My Queue". You will need to review your county roster and **verify that your county eWiSACWIS worker roster is accurate**. If user access should be deleted or changed, the roster should be updated. When you have completed your review, submit the report request through ePASS for acceptance by the eWiSACWIS Security Liaison Officer.

Each time the Security Delegate accesses the ePASS system, a reminder prompt will appear to verify your roster. This reminder will appear each time you log in until you have verified the roster and submitted the request back to the Security Liaison Officer.

Note: An ePASS Quick Reference Guide, for County Security Delegates to complete the Quarterly Roster Verification, is available on the e-WiSACWIS KnowledgeWeb site using the following link below:

[http://dhfs.wisconsin.gov/wisacwis/knowledge\\_web/Helpdesk/epass\\_quick\\_reference\\_guides.htm](http://dhfs.wisconsin.gov/wisacwis/knowledge_web/Helpdesk/epass_quick_reference_guides.htm)

Responding to the verification report

Because most counties have more than one Security Delegate, Counties will need to determine which Delegate should be responsible for submitting this report in a timely fashion.

The Quarterly Verification Report will be sent out each quarter as follows. County responses are due back to the eWiSACWIS Security Liaison Officer, Debbie Rogers, generally within 2 weeks.

<u>Report Sent</u>	<u>Response Due</u>
September 15	September 30
December 15	January 5
March 15	March 30
June 15	June 30

**Contact:** Debbie Rogers  
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